



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Quality Assurance Specialist, Health Services [Classified Competitive]			Salary P26 \$64,677.09-\$92,011.89
Posting Number 182-17	Position Number 920700	Number of Positions 1	Posting Period * From: 10/11/2017 To: 10/25/2017
Location: Family Health Services Special Child Health and Early Intervention Services Early Intervention System 50 East State Street, 6th floor PO Box 364, Trenton, NJ 08625-0364			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

Under the direction of the NJ Early Intervention System (NJEIS) Program Support Specialist and in accordance with Federal Part C Individuals with Disabilities Education Act (IDEA) and other state or federal regulations, guidelines, criteria: Monitor NJEIS agencies ensuring compliance with federal regulations, state guidelines and policies; Collect, review, and analyze data and information to contribute to better utilization of services and resources, continuous quality improvement, and identification of factors which result in or contribute to noncompliance; Monitor early intervention activities to ensure that federal and state regulations are adhered and performance indicators meet or exceed NJEIS identified baseline targets with referral, intake, service coordination, service delivery, and transition including the review of Individual Family Service Plans (IFSPs) and other child/family records, team functioning, team qualifications, training, and development. Assist in: the identification of non-compliance and/or deficiencies; complaint and monitoring investigations; on-site focused monitoring visits; phone and mailed surveys; focus groups; data desk audits and; record review. Issue findings, sanctions, letters of concern and Corrective Action Plans (CAPs). Provide guidance, support and technical assistance to grantees and LOA agencies such as: Service Coordination Units, Regional Early Intervention Collaborative and Early Intervention Programs. Direct and enforce CAPs, financial sanctions and measure performance, make appropriate recommendations to ensure compliance. Prepare and edit reports and presentations, specifically: monitoring reports, general correspondence and corrective actions

Applicant must create Excel pivot tables and Access databases.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

LICENSE: A license as a Registered Nurse in the State of New Jersey.
EXPERIENCE: Four (4) years of experience as a Registered Nurse, one (1) year of which is specialized experience including the monitoring and/or evaluation of clinical or human services records and programs in a mental health, geriatric, health care setting, or human services agency.
NOTE: A Bachelor's degree, and three (3) years of specialized experience in the field of quality assurance in a mental health, geriatric, health care setting, or human services agency which includes monitoring and/or evaluation of clinical or human services records and programs which may include allegations of abuse, neglect, exploitation, or incidents of client abuse or safety and well-being, may be substituted for the above license and experience requirements.
NOTE: A Master's degree in Public Health or a health care related field may be substituted for one (1) year of indicated specialized experience.
LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:

PSTFHS@doh.nj.gov

- Mail the required documents to:

**Andrea Mahon, Executive Assistant 2
Family Health Services
Reference Posting #182-17
New Jersey Department of Health
PO Box 364
Trenton, NJ 08625-0364**

Required documents:

- cover letter
- resume
- State of NJ Employment Application
(nj.gov/health/forms/dpf-663.dot).

** Responses received after the closing date MAY be considered if the position is not filled.*

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*

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